



DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position

(This position is exempt from the State of Delaware Merit Rules
and the Judicial Branch Personnel Rules)

Posting #AOC0401N16

VOLUNTEER SERVICES COORDINATOR (Casual/Seasonal)

Opening Date: April 14, 2016

Closing Date: April 28, 2016

Salary: \$16.12 per hour

Recruiting For: Office of the Public Guardian

Location: This position has statewide responsibilities and statewide travel is required. The work location will be either in the Wilmington Office or the Smyrna/Kent Office and will be determined based on the applicant selected for the position.

Summary Statement: This is a casual/seasonal position not to exceed 29.5 hours per week. The Volunteer Services Coordinator (VSC) works with the Office of the Public Guardian Guardianship Monitoring Program (GMP) for resources to provide critical expansion of operational support for routine monitoring and to enhance public outreach and guardianship education, as a service to both guardians and wards, in cooperation with the Court of Chancery. This will include presentations on decision-making options and guardianship to family care providers caring for individuals with impaired capacity.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application.

1. At least six months experience in volunteer recruitment.
2. As least six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. At least six months experience collecting, analyzing, evaluating, and presenting data in a narrative or statistical format.
4. Knowledge of planning, developing, implementing, and evaluating programs.
5. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and review the complete job announcement, then click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801-3700

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer**